



April 25, 2019

Tracy Rosenberg  
Yuka Kondo  
[71924-72095356@requests.muckrock.com](mailto:71924-72095356@requests.muckrock.com)

RE: Public Records Act Request:

The City of Santa Rosa is in receipt of your request for public records, received by the City on April 17, 2019.

Under the California Public Records Act (Government Code Section 6250, et seq.), the City is obliged to comply with a request for a public record so long as the requester makes a specific and focused request for records, the record is maintained by the City in its ordinary course of business, the record is disclosable, and the records can be located with reasonable effort. The Public Records Act provides for the inspection or copying of existing identifiable public records; it does not compel the City to create new records, lists, or reports in response to a request, nor does it compel the City to answer questions.

The City is required to determine whether the request, in whole or in part, seeks disclosable public records. Ordinarily, this determination must take place within ten (10) days of the City's receipt of the request. Consistent with that requirement, the City has reviewed your request in light of City records and made the following determination:

**REQUEST #1:** Number, if any, of Social Media Monitoring software packages or service agreements in place with this department or agency. Please specify if software has been purchased or if services are performed by outside contractors for the department or agency for the period January 1, 2015 to April 17, 2019.

**DETERMINATION:** This request seeks information that is within partially disclosable public records. Partial records are exempt from disclosure under Government Code section 6254, subdivision (f). In response to this request, the City has produced the following records:

1. Copy of Sprout Social Invoice #1102092.

**REQUEST #2:** Any documents or correspondence during the period encompassing this request regarding possible or planned acquisition of Social Media Monitoring software packages or service agreements for the period January 1, 2015 to April 17, 2019.

**DETERMINATION:** This request seeks information that is within partially disclosable public records. Partial records are exempt from disclosure under Government Code section 6254, subdivision (f). In response to this request, the City has produced the following records:

1. Copy of Sprout Social Invoice #1102092.

**POLICE DEPARTMENT**

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Administration FAX 707-543-3557	Communications FAX 707-543-3672	Investigations FAX 707-543-3569	Records FAX 707-543-3615	Traffic FAX 707-543-3589
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**REQUEST #3:** Any existing or proposed usage policies regarding the use of Social Media Monitoring software packages or service agreements. including protocols, training documents, data storage procedures and prohibited activities for the period January 1, 2015 to April 17, 2019.

**DETERMINATION:** This request seeks information that is within disclosable public records. In response to this request, the City has produced the following records:

1. Copy of Santa Rosa Police Department Police 1055, Social Media.

**REQUEST #4:** Any current or past litigation involving or referencing this department or agency involving the use of Social Media Monitoring Software Packages or Service Contractors for the period January 1, 2015 to April 17, 2019.

**DETERMINATION:** Please be advised the City has no records responsive to this request.

The records you requested and which were determined to be disclosable are attached in PDF format. Because these records exist in electronic format, they are being provided to you via email in electronic format at no charge. If you have any questions, you may contact me at [cbehler@srcity.org](mailto:cbehler@srcity.org) or (707) 543-3554.

Sincerely,

CARRIE L. BEHLER  
Administrative Secretary

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